Department of Administrative Services
Lead. Empower. Collaborate.

Team Georgia Marketplace – What's In It For Me?

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February 12, 2020

Agenda

- **Introductions**
- **What is Team Georgia Marketplace?**
- **Georgia Procurement Registry**
  - **How to Access**
  - **Bid Search**
  - **Supplier Search**
  - **NIGP Search**
  - **Resources**
- **eSupplier Portal**
  - **Bidding Opportunities**
  - **Registration**
  - **Security/Company Profile**
- **Questions**

What is Team Georgia Marketplace?

- **TGM consists of a suite of systems that the State of Georgia uses for all Procurement activities.**

- **Oracle's PeopleSoft Employee Portal – location where State and Technical College buyers create solicitations/events to post for bid. Notices for these bids will be posted on the Georgia Procurement Registry.**

- **Georgia Procurement Registry – public facing site that contains ALL solicitations posted for bid. This includes all State agencies, colleges/universities, and local entities. It has been mandated by the Georgia General Assembly that all solicitations must be posted here.**
    - **Events also get created here. If an event is created in the GPR, it will be bid on in the GPR. Registration is not required.**

- **Oracle's PeopleSoft eSupplier Portal – location where bidders will bid on events; must be registered to bid. Come here to bid on solicitations for State Agencies and Technical Colleges that were created in our Employee Portal.**
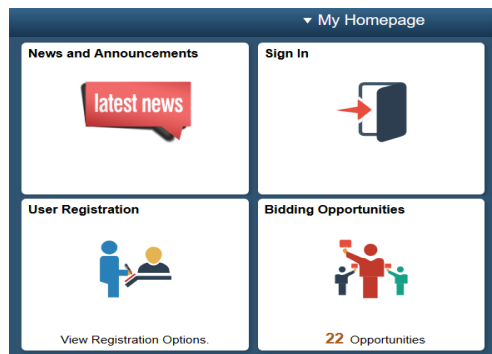
GPR and the eSupplier Portal

Oracle's PeopleSoft

Financial Systems

TeamWorks FSCM

Employee Portal Used by State Agencies

▼ My Homepage

News and Announcements — latest news

Sign In

User Registration — View Registration Options.

Bidding Opportunities — 22 Opportunities

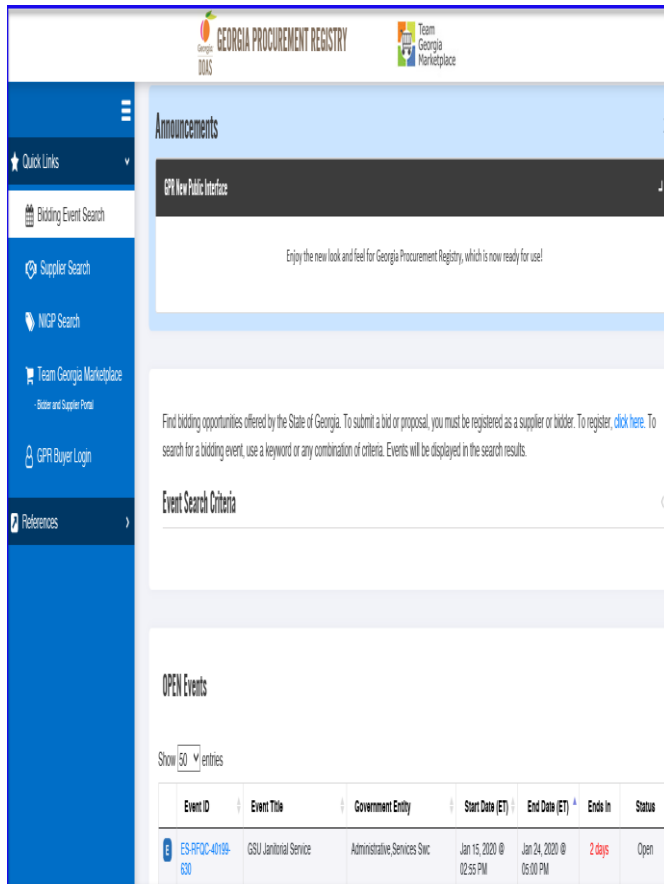**Bidder must log into the eSupplier Portal to place a bid on solicitations/events created in the PS Employee Portal**

Solicitations/Events Are Created

eSupplier Portal Used by Registered Bidders

Sent to the GPR

Georgia DOAS **GEORGIA PROCUREMENT REGISTRY**
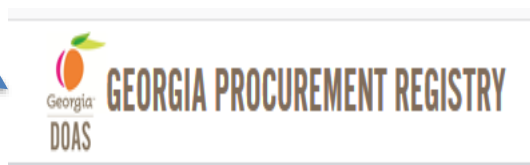
GPR

- **Public facing portal that has ALL events posted – registration not required**
- **Non-PS events are created directly in the GPR by other State entities, such as schools, universities, cities, counties, etc.**
- **Electronic bid events created on the GPR begin with ES**
- **Paper Bid events are identified by a naming convention determined by the creator (buyer)**
- **PS events begin with a 5-digit number followed by a 10-digit identifier**

Team Georgia Marketplace

Georgia Procurement Registry

GPR- New Design and Functionality

Suppliers accessing the GPR public site, will enjoy several enhancements, such as:
improved navigation, ability to access and view the GPR on a smart phone or tablet, option to view the GPR in landscape position or portrait position for better user experience.
and additional bid search criteria options.

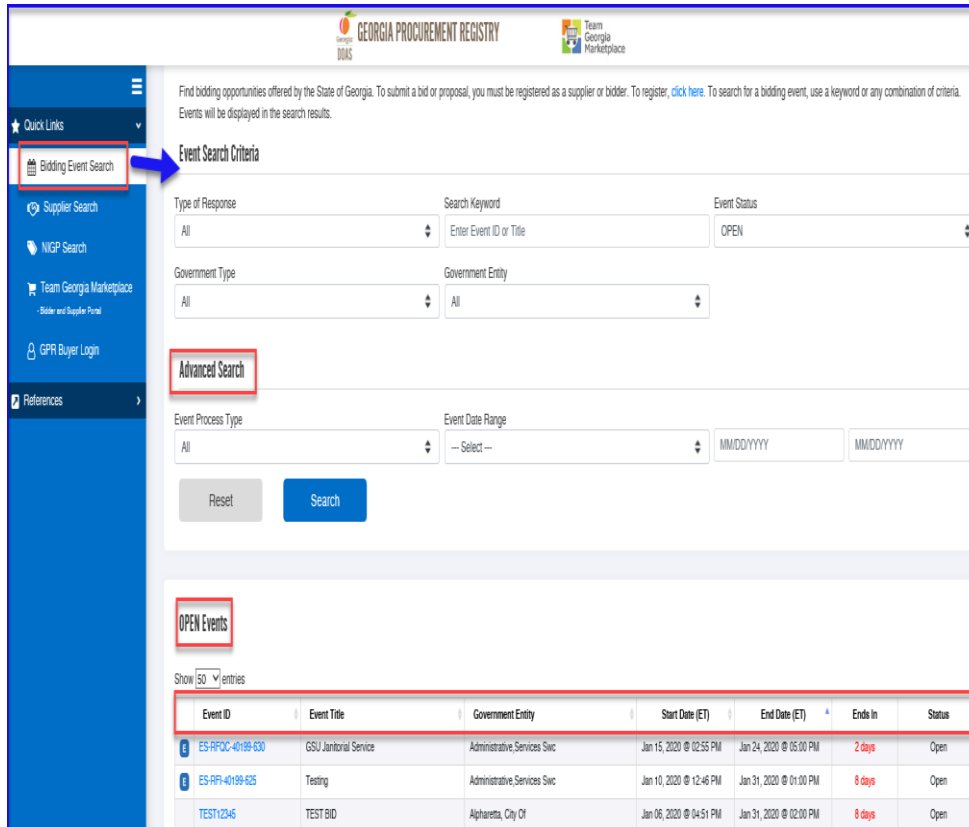# > *Quick Links and References*
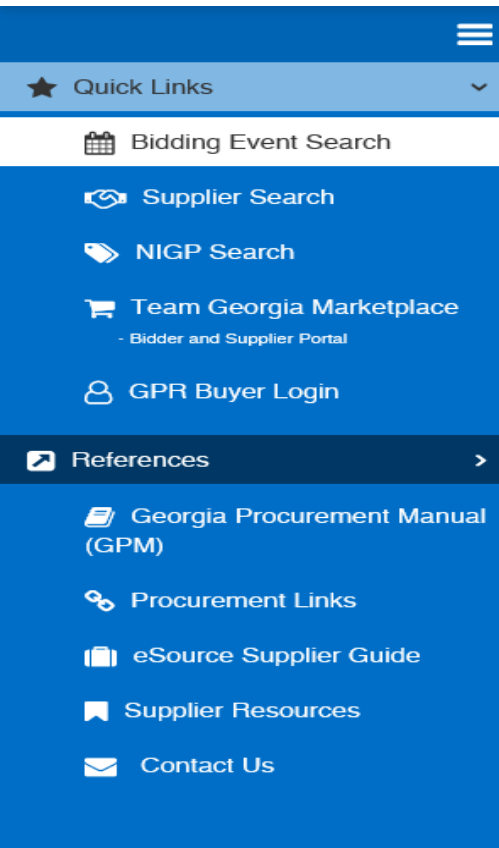
As part of the new Georgia Procurement Registry public interface, Quick Links and References are available on the upper left navigation Menu.

Access to Quick Links to make it easier to help the users to search for the bids that are posted by State and Local buyers based on specific commodities or services, Suppliers search, NIGP Codes search, Link to TGM for supplier registration and profile maintenance and link for State and Local buyers to post their agency bids.

References are available to access key resources like GPM, Several Procurement related links, eSource Supplier guide and several supplier resources links.

Quick Links

- 📅 Bidding Event Search
- 🤝 Supplier Search
- 🏷️ NIGP Search
- 🛒 Team Georgia Marketplace
  - Bidder and Supplier Portal
- 👤 GPR Buyer Login

References

- 📘 Georgia Procurement Manual (GPM)
- 🔗 Procurement Links
- 💼 eSource Supplier Guide
- 🔖 Supplier Resources
- ✉️ Contact Us

> *Bidding Event Search with new functionality*

- Under *Bidding Event* Search section, the *Advanced Search feature* is the new way to search the bids based on the EVENT PROCESS *TYPE* as well as the bid's Starting and Ending Date Range.

- The search result also shows the number of days, bid *Ends In*.

- The search is further sortable by Event ID, Event Title, Government Entity, Start Date and End Date.

> *Supplier Search*

Suppliers who are registered with State Of Georgia, can be searched based on their classification type as well.

> *NIGP Code Search*

NIGP Codes can be searched with the help of word or phrase.

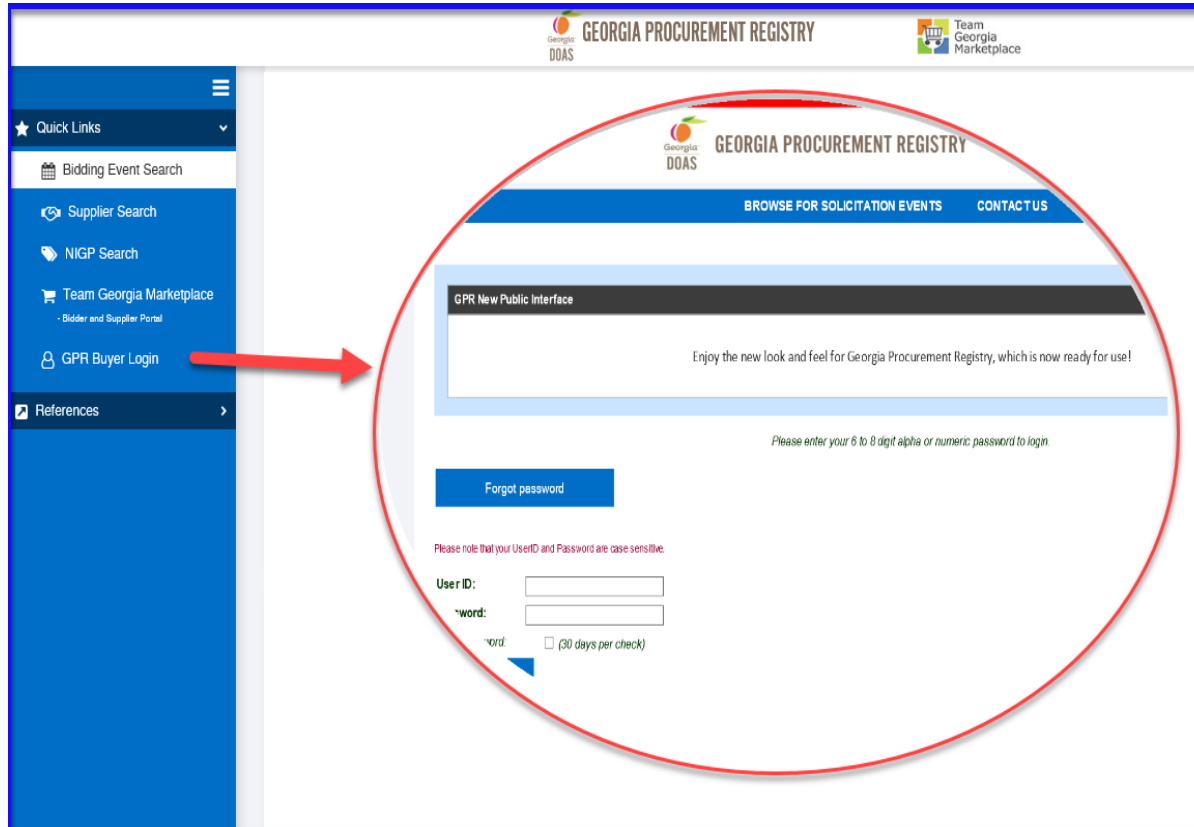All the inactive NIGP codes will be listed in red.

The list can be expanded or collapsed.

>*Team Georgia Marketplace* - *Bidder and Supplier portal*

- *Team Georgia Marketplace Bidder and Supplier portal* link will open in new window for registration and profile maintenance task for bidders and supplier.
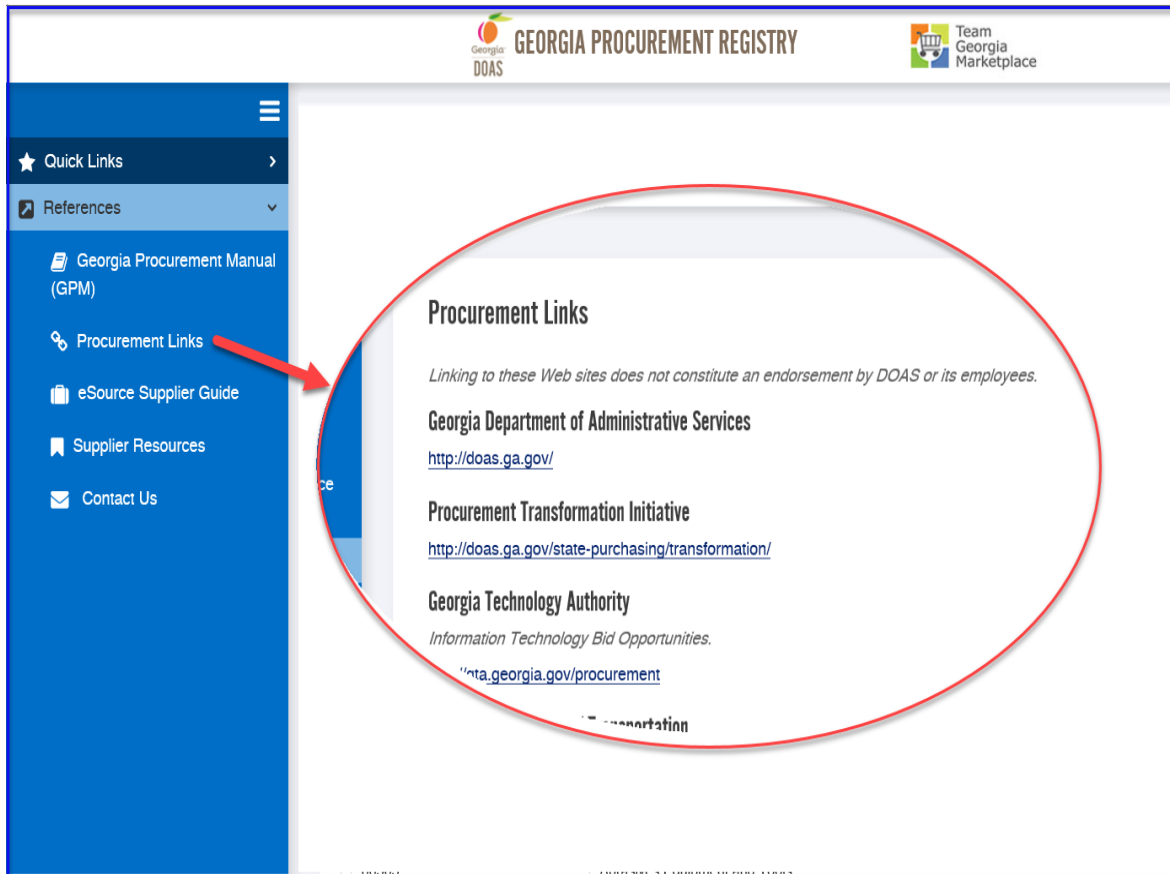
> GPR Buyer Login

- *GPR Buyer Login link will allow State and Local Buyers to login on new window to post and maintain their bids.*

> *Georgia Procurement Manual (GPM)*

Georgia Procurement Manual(GPM) link is available on the main page as a reference for all suppliers as well as State and Local buyers.
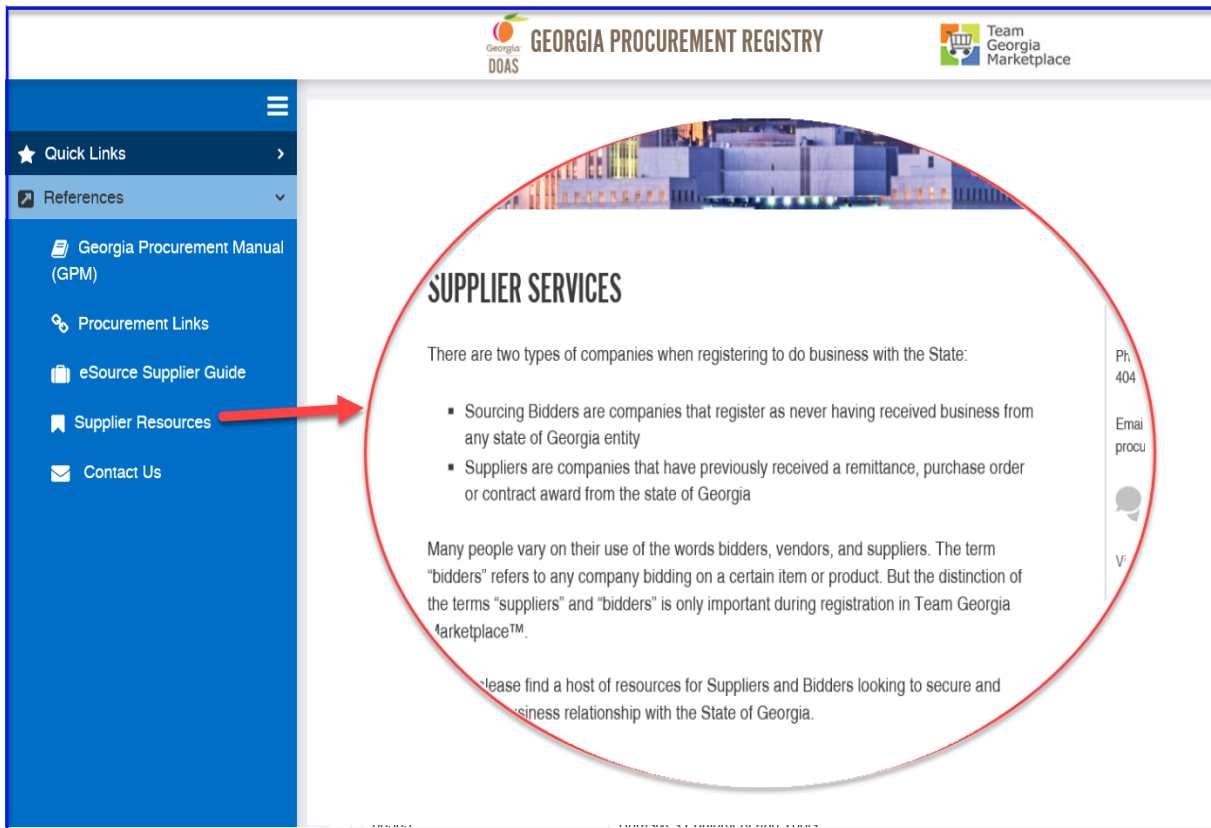
> Procurement Links

Additional procurement links are also available on main page like DOAS, GTA, DOT, NIGP, NASPO, NCMA site links.

> *eSource Supplier Guide*

eSource Supplier Guide link is available on the main page as a reference for all suppliers.

> *Supplier Resources*

A Supplier resource link is also available to provide details related to bids and contracts, training for supplier, Minority Business Certification, FAQs, quarterly sales reports, virtual payables and many more.

> *Searching for Events – Public View*

A list of events that match the criteria you entered displays. Locate your specific event and click on the blue hyperlink under Event ID. Clicking on the blue hyperlink brings up the Bid Information sheet - Provides all the details of the bid opportunity.

To see documents posted with the event, click Documents tab.

To respond, click Respond to Event tab.
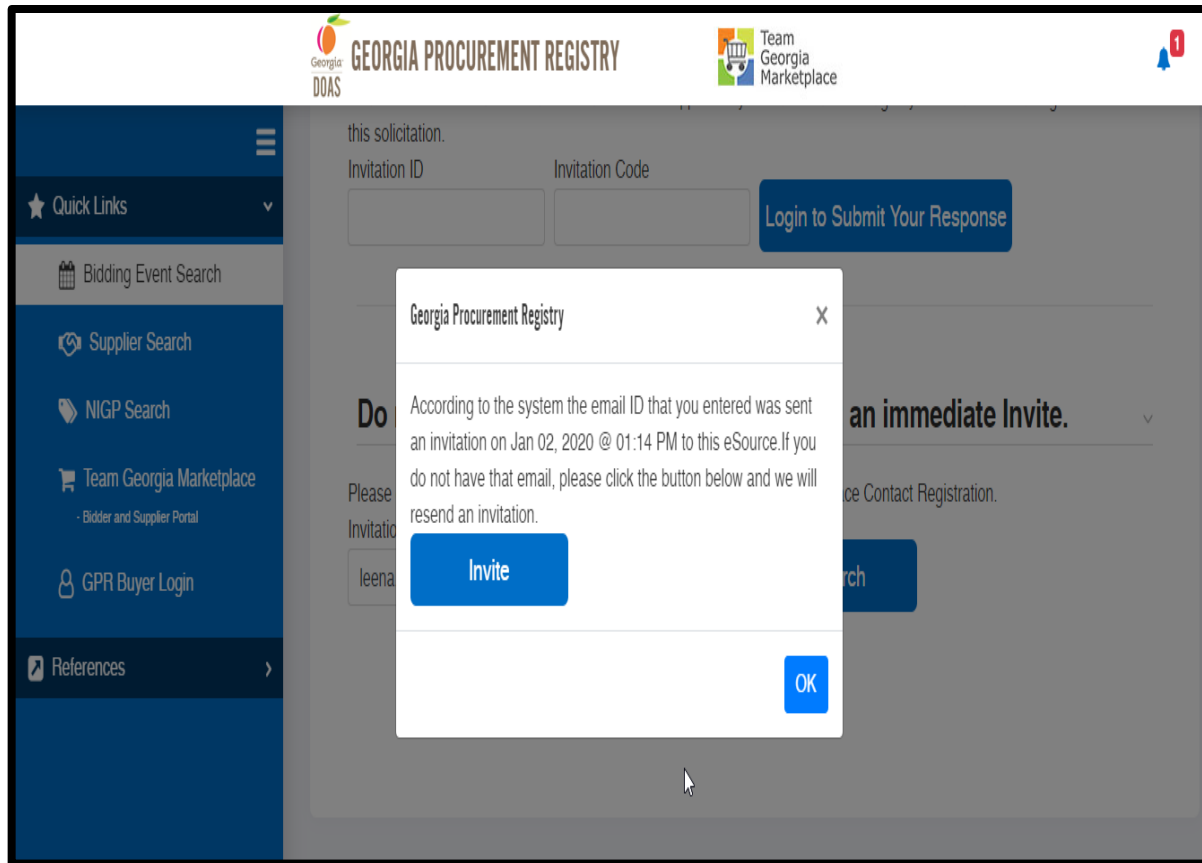
> *Searching for Events – Public View*

Suppliers can view posted event by entering the eSource application from the public site. When the supplier finds an event using the Public Site, the supplier can click on the event.

Once the supplier submits his/her request, this screen displays to indicate to the supplier that an email notification was already sent. At this point, the supplier can click on Invite to have the email notification resent to him/her or click on OK to return to eSource summary information.

Registered suppliers receive an email announcing the availability of a bid opportunity.

Supplier should copy and paste the USER ID and Password in the email received above

![Team Georgia Marketplace logo]

> *Searching for Events – Public View*

eSource Summary Information

eSource Number	ES-RFP-40199-613
Agency Name	40199 ADMINISTRATIVE,SERVICES SWC
Solicitation Process	RFP
Purchase Type	State Entity Contract
Category Type	Services/Special Projects
Contact Name	Auld, Joyce
Contact Phone	404-656-6131
Contact Email	joyce.auld@doas.ga.gov
Fiscal Year	2020
eSource Title	Architectural Services
eSource Description	Test for screenshots
eSource Released Date	01/02/2020 09:59 AM
Closing Date/time	01/17/2020 @ 5:00 PM
NIGP Code Selection:	90610 — Buildings, Architectural Design Services.
Documents	eRFP Document
	eRFP CostSheet
	Mandatory Scored Response Worksheet
	Mandatory Response Worksheet

Supplier's Guide to eSource

[Respond Now]   [Respond at a later time]

Suppliers have access to header level documentation and line level attachments. When the supplier accesses the eSource event, eSource presents the supplier with the decision to Respond Now or Respond at a later Time.

If the supplier decides to bid now, he/she clicks on the Bid Now button which displays this screen. This screen allows the supplier to do the following: Access the attached documents, Attach documents to the eSource submittal
File name limited to 55 characters, Supplier information: Name
Email Address, Business Phone Number, Any comments (500-character limit), Complete the Supplier General Information Form

Once the supplier clicks OK, this screen displays to confirm submission of the response. The supplier receives an email similar to this one regarding the submittal of the bid response. If they do not receive a confirmation email within 2 hours, they are instructed to contact the Issuing Officer.
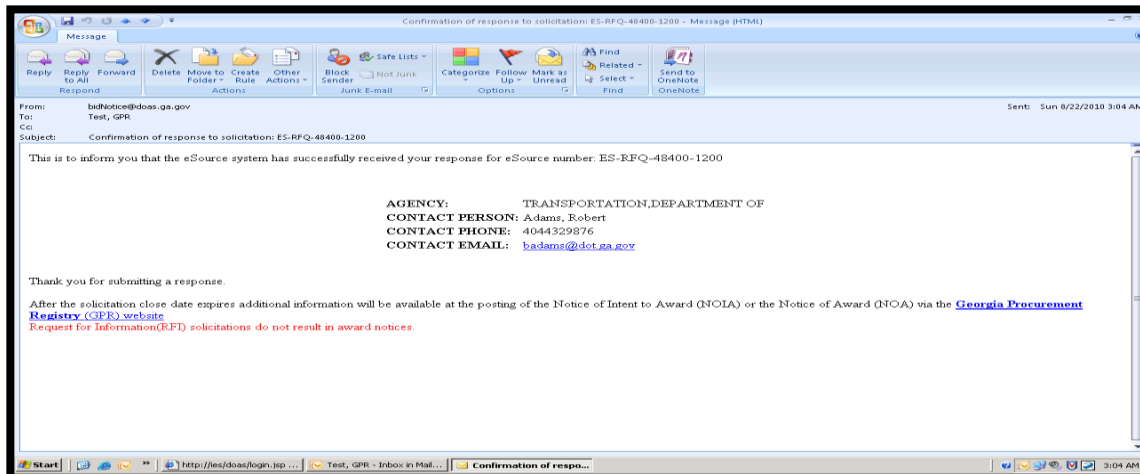
> Contact Us

Contact Us link will take user to Submit A Question To Our Support Team page of DOAS site. Procurement Help desk's email and phone details available on all pages.

eSupplier Portal

How Do I Get There?

- *Go to DOAS.ga.gov*
- *Scroll down to MAY INTEREST YOU*
- *Click on the Team Georgia Marketplace Bidder and Supplier Portal link*

eSupplier Portal – My Homepage

- **News and Announcements displays any information about upcoming holidays, system maintenance, etc.**
- **Important Notice displays some Terms and Conditions for using the portal**
- **Click on the User Registration tile to register in the eSupplier Portal. Registration is required to bid on events.**
- **The Bidding Opportunities tile displays a list of bidding opportunities currently open.**
- **Click on the Sign In tile to sign into the eSupplier Portal.**

Bidder Secure Home Page

▼ Bidder Secure Home Page

News and Announcements

latest news

Bidding Opportunities

18 Events

Your WorkCenter

- **News and Announcements are also available from your homepage.**
- **The Bidding Opportunities tile displays the events that you have accepted the invitation to bid on and public events.**
- **Click on Your WorkCenter to access your menu options.**

Your WorkCenter

Team Georgia Marketplace

Your WorkCenter

Links

▽ **Maintain Company Information**
- Change My Password
- My User Profile
- Company Profile

▽ Manage Events and Place Bids
- View Events and Place Bids
- My Event Activity
- View Terms & Conditions

▽ News And Announcements
- News and Announcements

News and Announcements

Georgia Small Business Symposium

The Department of Administrative Services (DOAS), in collaboration with the Georgians First Commission, is hosting a one-day professional development/learning and networking symposium for small businesses.

Date: Wednesday, February 12, 2020
Location: DuBose Porter Conference Center, Oconee Fall Line Technical College, 560 Pinehill Rd, Dublin, GA 31021

Click here for more information.

SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk will be available every business day in February 2020.

Thank you for your ongoing support. We look forward to serving you.

Monthly System Maintenance

Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georgia MarketplaceTM applications will be unavailable on the first Sunday of each Month between 7:00 PM to 8:00 PM.

Thank you for your ongoing support. We look forward to serving you.

Supplier FAQ: click here.
Training materials for Bidders and Suppliers: click here.

QUESTIONS: Team Georgia Marketplace
Procurement Helpdesk
Phone: 404-657-6000
procurementhelp@doas.ga.gov

- **Your WorkCenter page displays News and Announcements which provides up-to-date information and links to Supplier resources.**
- **If you have any technical issues with the portal, you can reach out to the Procurement Help Desk by phone or email.**

Maintain Company Information

Change My Password

- **Use Change My Password to change your current password.**
- **Enter your Current Password, New Password, Confirm Password then click Change Password.**

Team Georgia Marketplace

My User Profile

Your WorkCenter

Links

- **Maintain Company Information**
  - Change My Password
  - My User Profile
  - Company Profile

- **Manage Events and Place Bids**
  - View Events and Place Bids
  - My Event Activity
  - View Terms & Conditions

- **News And Announcements**
  - News and Announcements

General Profile Information

Margaret Robert

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports   English
and email is

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date   (example:12/31/2000)

To Date   (example:12/31/2000)

Workflow Attributes

☑ Email User   ☑ Worklist User

Miscellaneous User Links

Email   Personalize | Find | | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
☑	Business	fs92tst@sao.ga.gov

IM Information   Personalize | Find | | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

- **When you log in for the first time after registration, come to My User Profile then click on the Change or set up forgotten password help link to create your security questions and answers.**
- **This is needed if you ever forget your password and want to use the Forgot My Password feature on the log in screen.**
- **If you do not have Security Questions and Answers created, you will have to call the Procurement Help Desk to get your password reset.**
- **Ser up your questions then click OK.**
- **Then click on Save.**

Company Profile - Main

Your WorkCenter

Links

Maintain Company Information
- Change My Password
- My User Profile
- Company Profile

Manage Events and Place Bids
- View Events and Place Bids
- My Event Activity
- View Terms & Conditions

News And Announcements
- News and Announcements

| Main | Addresses | Contacts | Identifications |

Welcome,

User:

Company URL WWW.DOAS.GA.GOV

Bidder Status	Bidder Type
◉ Active	◉ Business
○ Inactive	○ Individual

Additional Information

Gross Annual Receipts: Not Applicable ⌄
Sm Disadvantaged Business Prog B) 8(a) with HUBZone Priority ⌄
Number of Employees A) 50 or less ⌄
Veteran-Owned Small Business Not Veteran Owned Sm Business ⌄

☑ Women-Owned Business
☑ Georgia Resident **
☑ Small Business *
☐ Not Applicable

** Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.
* A small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than $30 million in gross receipts per year.

Save

Main | Addresses | Contacts | Identifications

- **When you log in for the first time after registration, come to your Company Profile.**
- **On the Main tab, confirm that the Additional Information section is populated, and the information is accurate.**
- **Make any needed changes and then click Save.**

Company Profile – Addresses

- **The addresses displayed under this tab are the addresses created during registration.**
- **If you need to add an additional address, click on the Add a New Address button.**

Company Profile - Contacts

- **To add additional contacts, click on the Contacts tab.**
- **Click on Add Contact.**
- **Enter First Name, Last Name, Email ID, Telephone.**
- **At the Address field, click on the magnifying class to select the address that this user is associated with.**
- **Enter a User ID for this contract. This is the User ID to be used by this contract to log into the eSupplier Portal.**
- **Click Save.**

Company Profile - Identifications

- **The Identifications tab has your tax id number that was used when you registered.**
- **Come here if you want to add more NIGP Codes to your profile. The more NIGP codes you have on your profile, the more email notifications you may receive.**

Company Profile – Identifications – NIGP Codes

Bidder Search

Help

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

Search Criteria

NIGP Code: [   ]   Description: [   ]   Search

SIC Codes - NIGP   Find | 🗗 | 📇   First ◀ 1 of 1 ▶ Last

Select	SIC Code	Description
☐		

OK   Cancel

- **Enter a description of the NIGP code and click Search.**
- **The system will return a list of codes that match your search.**
- **Click the Select checkbox to add the NIGP Code(s) .**
- **When finished, click OK.**
- **Always be sure to click SAVE whenever you make changes to your Company Profile.**

Team Georgia Marketplace

TGM – What's In It For Me?